7.7 SUMMER SALARY

Overview

The procedures described in this section are for processing additional compensation in the form of "Summer Salary" for academic employees in eligible titles (see *APM 600-4*), primarily 9-month professorial and other 9-month academic appointees; and fiscal year faculty and academics.

Policy Summary

- Additional compensation in summer for 9-month academic appointees may not exceed 3/9's of the annual base salary from all sources, including summer session teaching and University Extension teaching. For 9-month academic faculty use Faculty Research Series Academic Year (one-ninth) title codes.
- Payment for fiscal year faculty is in lieu of vacation and is calculated on a calendar-month basis, paid on a 1/11th basis. Use Professional Research Series Fiscal Year title codes.
- Those earning summer compensation are expected to be in residence and working for the entire period covered, or on approved leave to work elsewhere.
- Refer to AHR Training Materials, *AHR-PPS Policies and Procedures, Additional Compensation*, for detailed guidelines regarding calculation and payment of summer salary.
- The permitted time period for summer salary commences with the last day of spring quarter and ends with the first day of fall quarter. Call Academic Human Resources for these dates.

Before You Start

1. Obtain required approval to perform the payroll/personnel action.
2. Prepare information for on-line entry.
3. Make sure it's an open MO and MA period ("all play day").

Data Entry

Use the EAPP function to process the summer salary action.

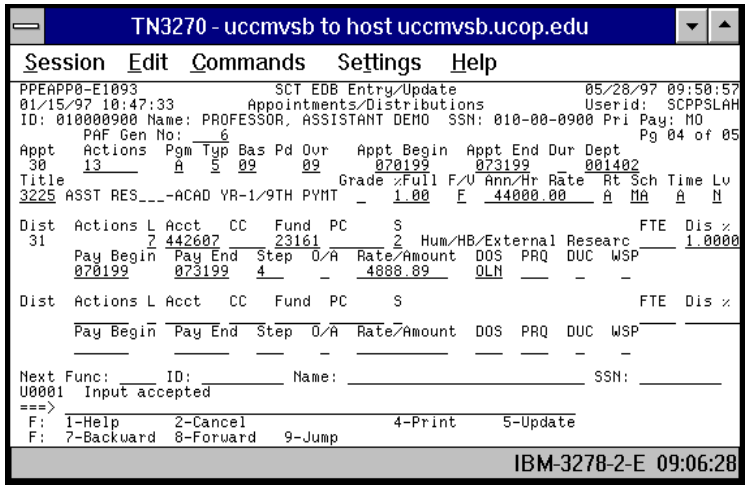
Accessing the EAPP Function

1. Log on to the Payroll/Personnel System
2. At Next Function, type **EAPP** and the **employee ID number** and then press **Enter.**

The EAPP function will be displayed for the selected employee.

Completing the EAPP Function

THE EAPP (APPOINTMENTS/DISTRIBUTIONS) FUNCTION


TN3270 - uccmvsb to host uccmvsb.ucop.edu
Session Edit Commands Settings Help
PPEAPP0-E1093 SCT EDB Entry/Update 05/28/97 09:50:57
01/15/97 10:47:33 Appointments/Distributions Userid: SCPPSLAH
ID: 010000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 010-00-0900 Pri Pay: MO
PAF Gen No: 6 Pg 04 of 05
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept
30 13 A 5 09 09 070199 073199 001402
Title Grade %Full F/U Ann/Hr Rate Rt Sch Time Lv
3225 ASST RES---ACAD YR-1/9TH PYMT 1.00 F 44000.00 A MA A N
Dist Actions L Acct CC Fund PC S FTE Dis %
31 7 442607 23161 2 Hum/HB/External Researc 1.0000
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
070199 073199 4 4888.89 OLN
Dist Actions L Acct CC Fund PC S FTE Dis %
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
Next Func: ID: Name: SSN:
U0001 Input accepted
===>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 7-Backward 8-Forward 9-Jump
IBM-3278-2-E 09:06:28

EAPP Notes and Tips

- When processing academic summer salary, always set up a new appointment and distribution in addition to the current appointment and distribution. See *Section 1.11, Appointments and Distributions* in this manual.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use **F8** and **F7** to scroll through the pages.
- The DOS codes that are acceptable for summer salary are: ACA, APA, OLM, OLN, OLS, OLT.
- Summer salaries paid on the MA should be coded:
  A MA A for sub 2 funding
  A MA T for sub 0 funding—this is the only situation that MA can be combined with time code T.

The Appointment Level Procedure

Follow these steps to complete the EAPP function:

1. Press the **F9 Jump** key to go to the Next Func field and then use the **F15 New Line** key to go to the command line.
2. At to the command line type **"add a"** to set up the first available appointment.
3. Enter data in the following fields, as applicable:

Actions (Action Code)	Enter 13 for Additional Employment. A code indicating the personnel action affecting the associated appointment.
PGM	A system derived code identifying the personnel program under which the appointment is held.
Typ	Enter 5 (academic). A code indicating the appointment type associated with the appointment.
Bas	The code is 09 for summer research salary. A code indicating the number of months in a year the employee will work. Pressing F1 displays valid codes.
Pd Ovr	The code is 09 for summer research salary. A code indicating the number of months in the year over which the salary for the appointment will be paid. Pressing F1 displays valid codes.
Appt Begin	Date on which the employee's appointment is effective, in the format: MMDDYY.
Appt End	Date on which the appointment is expected to end, in the format: MMDDYY.

Dur	Leave blank.
Dept	A system derived code indicating the department or other administrative unit associated with the appointment.
Title	A code indicating the position or classification title for this appointment. Pressing F1 displays the codes.
Grade	For academics, leave blank.
% Full	The percentage of time the employee is expected to work in the appointment. Enter full time as 1.00.
F/V	Enter F - fixed. A code indicating if the time the employee will work in the appointment is fixed or variable.
Ann/Hr Rate	Enter annual salary rate. The annual salary or hourly rate associated with the appointment.
Rt	Enter A - annual. A code indicating whether the rate of pay is annual (A), hourly (H), or by agreement (B).
Sch	Enter MA - monthly arrears. A code indicating the pay schedule on which the appointment is paid, either MO (monthly current) or MA (monthly arrears).
Time	Enter A – positive or T – exception. A code indicating the method for reporting time worked. Valid codes are: T for exception, A for positive, W if without salary.
Lv	Enter N - non-accruing. A code indicating the rate at which vacation and sick leave will be accrued.

4. Continue to the distribution level procedures.

The Distribution Level Procedure

1. Use the **F9 Jump** key to go to the command line.
2. Type **"add d"** to set up the first available distribution.
3. Enter data in the following fields as applicable.

Actions (Action Code)	Leave blank.
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 0 or 2 as applicable.
FTE	Leave blank. The percentage of the budgeted position which the distribution represents, if applicable.
Dist %	The anticipated percentage of time which is chargeable to the account/ fund. Full-time is represented as 1.0000.
Pay Beg	Date on which the pay is expected to be charged to the account/fund, in the format: MMDDYY.

Pay End	Date on which pay is expected to end for the account/ fund, in the format: MMDDYY.
Step	The step within the salary range associated with the title code. This is a one-digit field for academics.
O/A	Code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see valid codes.
Rate/Amount	The monthly (1/9 or 1/11) or by agreement amount associated with the distribution.
DOS	Code indicating the type of additional compensation associated with the distribution.
PRQ	Code indicating the type of perquisite.
DUC	A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes excluding range adjustments.
WSP	Not used for academics.

3. Press **Enter** to invoke range/value edits.
4. This is a one-function action. Proceed to *Review*.

Review

Review the EAPP function data you entered:

1. Make sure you have completed all the required data elements in the function.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the EAPP function to make the appropriate corrections. Then do one of the following:
    - Press **F5 Update** to invoke PAN.
    - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in *Section 1.6, System Messages* in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to *Section 1.8, Post Authorization Notification (PAN)*.

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Retain the data collection document in the Service Center employee file.